

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**URBAN PLANNER III
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Perform professional land use planning and research work in the City's Planning and Development Department. Reports to a Senior Planner or to the Planning & Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical and professional planning work with the Planning Services Division of the Planning and Development Department. This work may be in one or more specialty areas, including: historic preservation; development review and code enforcement; long-range planning; urban design; economic development; environmental planning; and transportation planning. Work involves administration and direction of the established programs for each specialty area. The employee works closely with boards and commissions, providing liaison support as assigned. The employee may create and/or review development plans and prepare amendments to City codes and ordinances. The employee prepares and presents staff reports to various boards and commissions and to City Council. Supervision is provided to other employees involved in carrying out the specialty program or programs. The employee coordinates program activities with departmental and interdepartmental staff. Employee also works closely with developers, design professionals and the general public. Tact and courtesy is exercised in frequent contact with diverse members of the public. Work is performed with considerable independence, under limited supervision of the Senior Planner or Planning & Development Director, and is evaluated through periodic conferences, reports and observations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Manages the work of the specialty planning program or programs.
- Identifies methods to improve program processes or procedures and initiates required policy changes and ordinance amendments.
- Directs the preparation of information to assist the public in understanding the program or programs.
- Meets as requested with various organizations and groups to discuss planning matters.
- Presents staff reports on proposed development projects to various boards and commissions and to City Council.
- Supervises and coordinates program activities.
- Coordinates program activities, working with departmental and interdepartmental staff.
- Provides technical assistance to other City departments.
- Answers inquiries regarding program activities, and other planning issues.
- Conducts research regarding program activities used by other cities and counties in order to identify ways to improve Asheville's processes.
- Supervision of professional and technical personnel.
- Attends workshops and conferences for professional development.

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ADDITIONAL JOB FUNCTIONS

Performs related work assignments as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of the principles of supervision, administration and organization.

Specific knowledge of governmental programs, laws, and services pertinent to the specialty planning program or programs.

Specific knowledge of the preservation, environmental, socioeconomic and transportation implications of the planning process.

Specific knowledge of the current literature, trends, and developments in the field of urban planning.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to review and evaluate development plans.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Master's degree in urban planning, landscape architecture, or a related field, and 5 to 7 years of related experience; may substitute educational requirements with any combination of training and 10 to 12 years of related experience; and/or any combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

AICP certification required within 2 years of date of hire; an existing AICP certification may be substituted for 1 year of experience.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn, and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

URBAN PLANNER III

Salary Grade 21
Exempt